

## HOME EXHIBIT LIST - Rental (without tax credits)

The exhibits listed on this form must accompany the online HOME Application.

Exhibit #	Description	Required
H-1	<u>Application Certification</u> (Rental without LIHTC) <b>- IFA required form</b>	Yes
H-2	<u>Assurances Signature Page</u>	Yes
H-3	<u>Applicant/Recipient Disclosure/Update Form (HUD 2880)</u>	Yes
H-4	<u>W-9 Form (Request for Taxpayer ID # &amp; Certification)</u>	Yes
H-5	<u>Minority Impact Statement</u> <b>- IFA required form</b>	Yes
H-6	<u>No Lobbying Certificate</u> (Rental) <b>- IFA required form</b>	Only if requesting over \$100,000 in HOME funds
H-7	<u>Disclosure of Lobbying Activities</u>	If applicable
H-8	<u>Local Support</u> A letter(s) from an entity(ies) supporting the project, that describes involvement, endorsement and investment by citizens, organizations or the governing body of the local government where the project is located.	Yes
H-9	<u>Nonprofit Status</u> - Provide a letter from the IRS stating that the entity is a qualified nonprofit and has received a tax-exempt ruling under 501(c) depending on the type and purpose of the organization seeking the designation for tax-exemption: The 501(c) designations permissible under HOME are: 501(c)3 status -- A charitable, nonprofit corporation; 501(c)4 status -- A community or civic organization; Section 905 status -- a subordinate organization or a 501(c) organization. - Provide a good standing letter from the Iowa Secretary of State's Office (i.e. a Certificate of Existence or a Certificate of Authority.)	Only if Ownership Entity is a nonprofit or a CHDO
H-10	<u>Reserved</u>	
H-11	<u>Letters of intent from lending institutions for private construction &amp; permanent financing</u> Must be on their letterhead.	Yes
H-12	<u>Commitment letters from all other sources (i.e. grants, loans, etc.)</u> Each letter must include: - the value of the commitment; - the interest rate & term; - the purpose the funds can be used for; - the time limitations related to the commitment.	Yes
H-13	<u>Utility Allowance Document</u> Provide a dated utility allowance document from local Public Housing Authority for the correct project/building type. If the utility allowance document is more than 15 mos. old from the date of the HOME Application, a letter from the PHA is required stating that the utility allowances listed are still current.	Yes
H-14	<u>Market Information for Proposed Project</u> <b>- IFA required form</b> If project is located in multiple primary market areas, one form is required for each primary market area.	Yes

H-15	<u>Ownership Entity Documentation</u> For LP, LLP, LLLP, provide: - Current Certificate of Limited Partnership - Current Signed Partnership Agreement For LC, LLC, LLC, provide: - File-Stamped Articles of Organization - Current Signed Operating Agreement	Only if OE is a for-profit AND not a sole proprietor
H-16	<u>Documentation for General Partner/Managing Member &amp; Co-GP/Co-MM</u> For LP, LLP, LLLP, provide: - Current Certificate of Limited Partnership - Current Signed Partnership Agreement For LC, LLC, LLC, provide: - File-Stamped Articles of Organization - Current Signed Operating Agreement For Corp. or Incorp., provide: - Bylaws - Board Resolution approving actions of corp. concerning proposed project	Only if the Project Team includes a GP/MM or Co-GP MM
H-17	<u>Document(s) providing evidence of control or ownership of site(s)</u>	Yes
H-18	<u>Map with Site Location(s)</u> Provide legible recent official city map pinpointing the site location(s). Must show the legal address of the property, the names of surrounding streets & any other information important for the site inspection.	Yes
H-19	<u>Site Plan(s) clearly listing the following:</u> - Site dimensions - Easements & setbacks - All buildings (including manager's & Accessory Bldgs.) - Parking - Play area - Pool - Other items	Yes
H-20	<u>Plans &amp; Specifications clearly listing the following:</u> - Use of all rooms in the bldg. (i.e. exercise room, computer learning center, manager's office, library, craft room, maintenance room, dining room, etc.) - The square footage of each room in the bldg. - Use of all rooms in the units (i.e. bedroom, bathroom, kitchen, living room, etc.) - The square footage of each unit - Designate all handicap accessible units	Yes <u>NOTE:</u> If requesting points for 100% handicap accessible units, this must be demonstrated on the plans & specs
H-21	<u>Scope of work</u>	Only if rehab or acq./rehab. project
H-22	<i>Reserved</i>	
H-23	<u>Sellers Acknowledgement Form</u>	Yes
H-24	<u>Relocation Plan</u>	If there is an existing bldg.(s) on the site
H-25 / H-33	<i>Reserved</i>	
H-34	<u>3 Yrs. Balance Sheets</u>	Yes*
H-35	<u>3 Yrs. Profit &amp; Loss Statements</u>	Yes*
H-36	<u>Tax Abatement Documents for Match</u> Provide tax abatement schedule plus assessed valuation (estimated if necessary) subject to abatement and applicable tax levy.	Only if listed tax abatement as a funding source &

		marked it as HOME Match
--	--	----------------------------

\*Alternative financial information may be accepted if IFA deems it sufficient.